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1. Failure to submit bids in accordance with the provisions of this ITB shall be grounds to declare the bid as non-responsive and the bid will receive no further evaluation or consideration.

2.
 - a. (.xls/xlsx).
 - i. This should contain the Proposer's main contact for all Contract and procurement-related questions and notifications
 - ii. Contact to receive administrative fee notifications and provide administrative documentation (see Appendix for Administrative Fee collection template)
 - iii. Additional contacts can aid in OETC's marketing and service efforts.
 - b. (.xls/xlsx). Submit three (3) to five (5) examples of current OETC Members that have or are currently receiving similar products and services to those proposed by the Respondent for this solicitation. In the event Respondent does not have current OETC Members as a reference, please provide other educational references.
 - c. (.xls/xlsx).
 - d. If Respondent is not the Manufacturer of the goods or services in the Bid, Respondent must attach a Manufacturer's authorization letter or other written evidence/documentation. The letter must specify the territory Responder is authorized for and specifically reference the OETC ITB opportunity.

3. Exhibits will be incorporated into the contract resulting from an award under this ITB.
 - a. (.xls/xlsx)
 - i. (). Tab - % off of MSRP: This is the percent off of MSRP an OETC Member can receive on a single or multi-unit order. Enter a manufacturer name in column A. Select the appropriate category from the dropdown. Enter a % off of Education MSRP in column C.

Respondents must provide an Education MSRP price list so that specific pricing against % off of MSRP may be calculated for comparison purposes.

Individual SKU pricing (required). Tab - various categories: Respondents provide specific pricing on the most important items for a given category.

. () Respondents provide specific pricing on the most important items for a given category.

b. (.xls/xlsx). Respondents may designate themselves or separate Resellers to fulfill the terms and condition required

1. . This solicitation is a Joint Cooperative Procurement. Authorized agencies may establish a Contract with the provider to purchase the goods and services awarded by this solicitation. Authorized agencies may not materially change or alter the terms, conditions, and prices from the original contract between the provider and the district.

2. . Where applicable, the joint powers of the public members of the OETC consortium acknowledge the right of other state and local government entities to utilize this contract as a cooperative procurement.

a. Authorized Agencies may utilize a Permissive Cooperative Contract pursuant to ORS 279A.215. Generally:

- i. Authorized Agencies may establish a Contract with the Provider to purchase the Goods and Services awarded by this Solicitation;
- ii. Authorized Agencies may not Materially Change or alter the terms, conditions, and prices from the original Contract between the Awardee and the OETC consortium.

b. Provider must state (on the Offer) (on the On

10. . The Respondent hereby acknowledges and agrees that these ITB Terms and Conditions and the resulting contract terms and conditions control any contract awarded by this process unless the Respondent expressly states on Attachment C any such alternative terms or conditions.
11. . Any Bid received after closing is late. A Proposer's request for withdrawal or modification of a Bid received after closing is late. M ah

OETC Contract Administrator listed on Page 2 of the ITB. To be considered, the request for clarification must be received no later than seven (7) calendar days prior to the Bid Closing Date.

- i. The request must include the specific changes requested, and the reason for the requested changes supported by factual documentation.
- ii. The request must be made using Attachment C.

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